



# **MANAKULA VINAYAGAR**

## **INSTITUTE OF TECHNOLOGY**

**(An Autonomous Institution)**

Kalitheerthalkuppam, Puducherry - 605107

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### **Standard Operating Procedure for SPORTS & GAMES FACILITIES AND ITS UTILIZATION**

Approved in the Governing body meeting held on August 21, 2024

(Updated in 2024)

## **PREFACE**

Sports play a crucial role in shaping the overall personality of individuals, encompassing their body, mind, and spirit. Engaging in competitive sports encourages the students to develop a healthy approach to daily life. The institute offers a supportive environment that promotes active participation in sports and games. The campus is equipped with ample sports facilities and modern infrastructure to host various sports events. Throughout the year, the institute organizes inter and intramurals college events to cultivate a spirit of competition, teamwork, leadership, and more among students. The available infrastructure includes a cricket ground, basketball court, volleyball court, football field, badminton court, table tennis and other essential equipment for both indoor and outdoor games. Additionally, the college features a gymnasium to help students maintain physical fitness and overall well-being.

## **OBJECTIVES**

The objectives of the SOP of the Sports Committee at MVIT are:

- To provide clear guidelines for motivating students, identifying individual sports talents, forming college teams, and supporting their participation in various competitions.
- To establish guidelines for activities that enhance students' physical fitness, preparing them for a wide range of sports and games competitions.
- To effectively communicate information about inter and intramurals college sports events hosted by different institutions and universities to students.
- To offer guidelines for upgrading, utilizing, and maintaining sports infrastructure and facilities.

## **CONSTITUTION OF THE SPORTS COMMITTEE**

**Chairman** : Principal, Manakula Vinayagar Institute of Technology

**Coordinator** : Director of Physical Education

**Members** : Faculty representatives from each department  
Student members

## **RESPONSIBILITIES OF THE SPORTS COMMITTEE**

- Identify students who are interested in participating in sports competitions, and form teams for each game.
- Prepare Sports and Games Action Plan for each academic year.
- Forecast necessary infrastructure and facilities required for sports, arrange for their procurement by submitting proposals and ensure proper utilization and maintenance of the facilities.
- Conduct practice sessions for students representing the college in various sports competitions.
- Organize inter-college and intramural sports competitions.
- Motivate and guide students to participate in various sports competitions.
- Maintain records of attendance, achievements, and awards in sports and game events being held at the College, University, All India University, State, National, and International levels.
- Submit an annual report on sports events to the Principal.

## **RESPONSIBILITIES OF THE DIRECTOR OF PHYSICAL EDUCATION**

- Procure and maintain various sports equipment and ensure proper record-keeping in stock registers.
- Prepare a schedule for conducting sports activities and suggest allocating exclusive hours for students to practice their chosen sports and games.
- Ensure the safety of students during practice sessions, tournaments, competitions, and other activities within the college premises.
- Encourage and train students in their specialized sports and games, aiming for maximum participation and success in sports meets.
- Strive for excellent performance by student participants in various sports competitions, bringing laurels to the institution.
- Coordinate with the university sports committee to ensure representation of the college in university-level sports competitions.
- Organize the annual sports meet at the institution level.
- Accompany and facilitate student participation in sports meets held at various geographical locations.

## ACTION PLAN

| Sl. No. | Name of the Activity  | Description   |
|---------|---|---|
| 1       | Intramural Games  | Organize regular sports events for all students to encourage participation and foster team spirit   |
| 2       | Intercollegiate Tournaments   | Host and participate in competitions with other colleges to enhance competitive experience and exposure   |
| 3       | Annual Sports Meet  | Organize Annual Sports Meet showcasing various sports, involving all students and faculty where awards and recognitions are bestowed for the top performers. Outstanding student athletes and teams are honored for their achievements and contributions. |
| 4       | State /University/All India University/ /National/ International Level Competitions | Facilitate student participation in higher-level competitions to provide broader exposure and experience in their respective sports.  |
| 5       | State and National Level Intercollegiate Tournaments                                | Engage in tournaments specific to state and National level competition to further develop skills and competitive experience   |
| 6       | Skill Development Workshops and Training Sessions                                   | Organize specialized workshops and training to improve specific sports skills and techniques, enhancing overall performance   |
| 7       | Collaboration with State Sports Association and Organizations                       | Partner with State Sports Association to provide additional resources, opportunities, and professional guidance for students.   |
| 8       | Health and Fitness Awareness Programs   | Conduct sessions on nutrition, fitness, and injury prevention to promote overall well-being and educate students on maintaining a healthy lifestyle   |
| 9       | Community Sports Outreach Programs  | Initiate programs that involve local communities in sports activities, enhancing visibility and fostering community engagement.   |
| 10      | Sports Leadership and Management Training   | Provide training for students interested in sports management and leadership roles, preparing them for future careers in sports administration  |

## UTILIZATION & MAINTENANCE PROCEDURES

- A separate issue register would be maintained to record daily utilization of sports equipment, items, and facilities by students.
- The stock register would be updated immediately after the procurement of any new sports equipment or accessories.
- Any damaged sports equipment or items would be categorized as damaged, condemned, or obsolete in the stock register.
- Stock verification of sports equipment and items would be conducted once every academic year.
- Students and faculty would use sports equipment, items, and facilities only for the purposes specified in the issue register.
- Students and faculty must ensure that sports facilities and equipment are maintained and returned in a clean, tidy and in orderly condition after use.
- Users of sports facilities must adhere strictly to prescribed safety rules and regulations.
- The Sports Committee reserves the right to deny or permanently prohibit entry to any student or faculty member who refuses to comply with regulations or exhibits unruly or disruptive behavior, after consultation with the Head of the Institution.

## FREQUENCY OF MAINTENANCE

| Sl.No. | Maintenance Activity            | Frequency of Maintenance |
|--------|---------------------------------|--------------------------|
| 1      | Maintenance of Football Field   | Monthly once             |
| 2      | Maintenance of Volleyball Court | Weekly once              |
| 3      | Maintenance of Basketball Court | Weekly once              |
| 4      | Maintenance of Cricket nets     | Daily                    |
| 5      | Maintenance of Table Tennis     | Daily                    |
| 6      | Maintenance of Carrom boards    | Daily                    |
| 7      | Maintenance of Chess boards     | Daily                    |
| 8      | Gymnasium                       | Daily                    |
| 9      | Badminton Court                 | Daily                    |

## INCENTIVES/AWARDS/RECOGNITIONS BY THE INSTITUTION

To encourage student involvement in sports and develop quality players (both men and women) in various sports and games, it is essential to support their active participation in matches and tournaments organized by the university or other recognized sports bodies. The participating students will receive the following allowances:

- **Entry Fees** : Paid by the institution.
- **Outstation and Distances Beyond 50 Kms** : ₹200 per day.
- **Within City Distances (Up to 50 Kms)** : ₹150 per day.

Claims with necessary details and bills, duly authorized by the Physical Director and Principal, should be submitted for sanction.

**In view of the above, Manakula Vinayagar Institute of Technology, Puducherry aims to:**

- ❖ Improve student interest, participation, and physical fitness through sports and games.
- ❖ Promote health and mental well-being of students and staff.
- ❖ Foster qualities such as sportsmanship, team spirit, leadership, and integrity.

Sd/-  
Dr. S.Malarkkan  
Principal



MIT-Manakula Vinayagar  
Institute of Technology

